# Accessible Technology logo

# Authoring Accessible PowerPoint Presentations Create Good Structure

* Use predesignated slide templates:



* Do NOT use text boxes for written content
* Use a unique heading title for every slide
* Ensure fonts are easy to read andare of a good size (12 pt. or better)
* Utilize the Outline View to ensure that your slides are logically sequenced and that slide titles are meaningful:



## **Images**

* Include alternative text for images. There are two ways to do so, depending on your version of Office. Option 1:
	+ - Right-Click on Picture and select “Edit Alt Text”
		- For informational images, enter a succinct explanation in the “Description” field (screen readers ignore alt text of more than 125 characters).



Option 2:

1. Right click on the image and select FORMAT PICTURE to reveal the pane on the right side of the document.
2. Select LAYOUT PROPERTIES to reveal the ALT TEXT pane.
3. For informational images, enter a succinct explanation in the “Description” field (screen readers ignore alt text of more than 125 characters). Ignore the “Title” field.

* Insert charts, graphs, and tables using the insert menus or appropriate slide layout.
* Include extended descriptions for charts and other graphics intended to convey information.

## **Content**

* Avoid using text boxes that aren’t part of a pre-defined template
* Text will be read by screen readers in the order created regardless of the order that it appears on screen.
* Ensure good color contrast between text and background.